

Position Description
Aircraft Pilot, First Officer
Division of Enterprise Operations

Position Summary

This position functions as an aircraft pilot for the Department of Administration, reporting to the Wisconsin Air Service Manager. This position will provide safe, comfortable flights to best serve the needs of the passengers. This position will also participate in flight and ground training programs.

Time % Goals and Worker Activities

45% A. Function as a pilot for the Department of Administration.

A1. Transport the Governor, legislators, state department chief executives, and other state government employees and the Wisconsin University system throughout the United States, Canada and Mexico. Transport other state entities as determined by the Department.

A2. Pilot flights to best serve passenger needs, giving special attention to:

- Making safety the number one priority
- Adverse meteorological conditions
- Airport suitability
- Fuel requirements
- Continuous aircraft airworthiness determinations
- Passenger schedule

A3. Recognize and mitigate risk effectively during flight execution. Apply sound principles of both single pilot and/or crew resource management.

A4. Operate as either Captain or First Pilot of a two-person aircraft crew.

A5. Provide occasional 24-hour/7-day-a-week stand-by for flight duties.

30% B. Provide customer service to passengers for comfortable and enjoyable flights.

B1. Establish and maintain a high degree of courtesy and service to passengers, respecting the confidentiality of their conversations.

B2. Provide assistance in onloading and offloading of passenger cargo.

B3. Provide passenger assistance during flights as long as it does not affect safety of flight.

15% C. Maintain exemplary personal flight standards.

C1. Maintain currency and proficiency in day, night and instrument conditions commensurate with Federal Aviation Administration (FAA) and Department regulations, policies and procedures.

C2. Provide availability schedule for flights a minimum of one month in advance.

C3. Maintain a thorough knowledge of current flight regulations and emergency procedures, performance characteristics and operating limitations of all Department aircraft operated.

C4. Provide specific feedback to aircraft mechanics, either directly or through other approved communication, of any aircraft discrepancies requiring maintenance, post flight.

10% D. Participate in ground and flight training and safety programs.

D1. Actively participate in and lead initial qualification, continuing education and upgrade training for all pilots. Document all training.

D2. Actively participate and lead training in ground and flight safety program.

D3. Attend annual simulator training as assigned by Aviation Manager.

Special requirements for Aircraft Pilot, First Officer:

1. FAA pilot certificate: Commercial Pilot with Instrument Rating, commensurate with Department aircraft flown (single versus multi-engine).
2. FAA medical certificate: Second Class.
3. Ability to fill flight assignments as required to support the flight schedule. Flight assignments can occur 7 days a week, 24 hours a day.

Knowledge, skills and abilities:

1. Knowledge of overall goals of the Department and the procedural steps involved for the aviation program to assist other sections in attaining goals.
2. Knowledge of each customer's activities and the ability to relate use of aircraft to provide a more economical and efficient operation.
3. Knowledge of the capabilities and limitations of individual pilots and aircraft for safe mission accomplishment.
4. Knowledge of FAA, State, and Department regulations and policies as they apply to Air Services.
5. Knowledge of safety programs as they apply to Air Services.

Special requirements:

1. Capable of lifting fifty (50) pounds with or without accommodation.
2. Capable of working in confined spaces.